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## I-485 LOCAL FILING INFORMATION

### San Francisco District Office

Enclosed are the forms required for application for adjustment of status to that of a lawful permanent resident. If you do not have the proper documents, you risk having your application rejected at the time it is reviewed. **Please note the following:**

- **INSTRUCTIONS.** Read all the instructions on these cover sheets and all the instructions on your forms.
- **PHOTOCOPIES.** If the instructions on the Form I-485 state that a copy of a document may be filed with the application, and you choose to send us the original, we may keep the original for our records.
- **BIRTH CERTIFICATES.** A copy of the birth record of each person named in the application is required, unless the birth certificate is being submitted in connection with a separate visa petition. The certificate must state the date and place of birth, and the names of both parents. It must also be indicated on the certificate that it is an extract from the original records. Beneficiary may not substitute a copy of passport in lieu of a birth certificate. **If the civil registrar, foreign or U.S., has no record of the birth, you must obtain a statement to that effect from the registrar and then proceed as outlined below:**
- **UNOBTAINABLE BIRTH CERTIFICATE.** In some cases, it may be impossible to obtain a birth certificate. In such a case, a baptismal certificate may be submitted for consideration provided the record contains the date and place of the birth and the information concerning parentage. Should a baptismal certificate be unobtainable, close relatives must prepare a notarized statement attesting to the place and date of the applicant's birth and the names of both parents. Each statement must contain the following information regarding the person making the statement; his/her full names and address; date and place of birth; and relationship to you. The statement must be executed before an official authorized to administer oaths.
- **MARRIAGE CERTIFICATE.** Married persons, when required, must present a copy of their marriage certificate (in **California**, it must be the Certificate of Registry of Marriage from the County where married; in **Nevada**, the Certificate must show the book and page number of the Registry).
- **TERMINATION OF PREVIOUS MARRIAGES.** When required, proof of termination of ALL previous marriages must be submitted.
- **EVIDENCE OF SUPPORT (Form I-864).** Effective 12/19/1997, a separate Affidavit of Support must be submitted for each applicant. Please comply very carefully with the requirement for supporting evidence as mentioned on the Affidavit of Support under Section 213A of the Act.
- **TRANSLATIONS.** Every document not in English must be accompanied by a certified English translation. A competent translator must certify all translations.
- **ELIGIBILITY.** Also, bring evidence of your eligibility to apply for permanent resident status. This may be a visa petition to be filed on your behalf, Notice of Approval of Relative Immigrant Visa Petition (Form I-171), Notice of Action (Form I-797), or a Consular Letter establishing a priority date for allocation of an immigration classification.

The submission of an Application for Permanent Residence may limit your international travel. Therefore, you should not plan to depart the United States until such time as a decision is made regarding your application without prior approval of the INS. If you are an H-1 or L you may travel without INS permission as long as your status is valid and you have a valid visa.

- **PHOTOS.** Two color photos with white background are required; photos must be glossy or matte finish and retouched, the dimensions of the image should be 30mm (1-3/16 inches) from the hair to the neck just below the chin, and 25mm (1 inch) from the right ear to the left cheek. Image cannot exceed 32mm by 27mm (1-1/4 inches). Photographs must show the face of the person in 3/4 view showing the right ear and left eye. If the image area on the photograph is too large or too small, the photo cannot be used. Using pencil or felt pen, lightly print name (and alien receipt number if known) on the back of the photo.

- **MEDICAL EXAMINATIONS.** ALL applicants, regardless of age, MUST submit the completed medical examination (Form I-693 and Supplemental Form to I-693\*) at the time of filing. The examination must be conducted by a designated civil surgeon. The list of designated civil surgeons for the San Francisco District can be obtained by calling INS FaxLine toll free at 1-877-488-0543 and requesting document number 0061). Applicants who are 2 years of age or older must have a tuberculin skin test (Mantoux Technique). If the test is positive, i.e., a reaction of 5 mm or greater, a chest X-ray must also be performed. Applicants who are 15 years of age or older must also have a serologic test for syphilis and HIV infection. The civil surgeon is responsible for the entire examination and will record the results of your examination on Form I-693. **THE COMPLETED FORM WILL BE GIVEN TO YOU IN A SEALED ENVELOPE TO PRESENT WITH YOUR COMPLETED APPLICATION. DO NOT OPEN THIS ENVELOPE.** Admitted refugees and non-immigrant fiancé(e) (K-1, K-2) need not be medically examined if adjustment is completed within one year of arrival. Before obtaining the medical examination, be sure that you are eligible to file for permanent residence in as much as the examination is at your **OWN EXPENSE AND NOT REFUNDABLE.**

\*Supplemental Form to I-693 is a record of your immunizations. Please note that the Hepatitis B vaccination is given in three stages over a six month period. The entire series must be completed in order to meet the vaccination requirements.

- **FINGERPRINTS.** You will be scheduled for an appointment to have your fingerprints taken by the INS.

Please follow the filing instructions for the office serving your jurisdiction.

<b><u>SAN FRANCISCO DISTRICT OFFICE:</u></b>	Mail your application: USINS I-485 P.O. Box 194210 San Francisco, CA 94119-4210	<b>COUNTIES SERVED:</b> Alameda, Contra Costa, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, San Francisco, San Mateo, Shasta, Siskiyou, Solano, Sonoma, Stanislaus, Tehama and Trinity
<b><u>FRESNO SUB-OFFICE:</u></b>	Bring your application to: 865 Fulton Mall Fresno, California 93721 Telephone: 1-800-375-5283 <i>Office hours 7:30 AM - 1:00 PM, Monday through Friday</i>	<b>COUNTIES SERVED:</b> Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, and Tulare
<b><u>SACRAMENTO SUB-OFFICE:</u></b>	Bring your application to: 650 Capitol Mall, 2nd Floor Sacramento, California 95814 Telephone: 1-800-375-5283 <i>Office hours 7:00 AM - 1:00 PM, Monday, Tuesday, Thursday &amp; Friday 7:00 AM – Noon, Wednesday</i>	<b>COUNTIES SERVED:</b> Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Nevada, Placer, Plumas, Sacramento, San Joaquin, Sierra, Sutter, Toulomne, Yolo, Yuba
<b><u>SAN JOSE SUB-OFFICE:</u></b>	Deposit in the drop box or mail your application to: 1887 Monterey Road San Jose, California 95112 Telephone: 1-800-375-5283 <i>Office hours 7:00 AM - 3:00 PM, Monday, Tuesday, Wednesday, &amp; Friday; 7:00 AM - 2:00 PM, Thursday</i>	<b>COUNTIES SERVED:</b> Monterey, San Benito, Santa Clara and Santa Cruz

## Immigration and Naturalization Service

USINS I-485

P. O. Box 194210

SAN FRANCISCO, CA 94119-4207

Information Revised 8/08/02

### Documents To Be Submitted With Form I-485 **APPLICATION FOR ADJUSTMENT OF STATUS**

Please attach and mail all documents with the initial application. Do not bring initial applications with documents to the San Francisco District Office in person.

We request that you arrange all documents in the following order (top to bottom) to facilitate processing. To determine if you should include originals or copies of documentation, please see [How Do I Know If I Need Original Documents?](#)

**G-28** , if applicable

**I-485 – Application for Adjustment of Status or to Register Permanent Residence**

**I-485A – Supplement**, if applicable

**Fee(s) as required by check or money order, stapled to Form I-485**

I-601 / I-602 Waiver and supporting documents (if applicable )

Certified Copies of Arrest/Conviction/Final Disposition Documents (if any)

**G-325A – Biographic Information** (14 yrs. and older)

**Certified copy or original of Birth Certificate (w/ certified English translation)**

Copy of I-94 or other evidence of current immigration status

Copies of passport pages with photo, identity data, visas and U.S. entry stamps.

Copies of **any other INS documents pertaining to applicant**, such as extensions of status (I-797), change of status, I-20, IAP-66, CDL/CID forms, etc.

**I-864 – Enforceable Affidavit of Support from petitioner, notarized and including:**

Proof of citizenship or lawful permanent resident status

Current and/or recent letter(s) of employment

Federal Tax Returns for last three years (most recent on top)

**If applicable, I-864 of joint sponsor, notarized and including:**

Proof of citizenship or lawful permanent resident status of joint sponsor

Recent employment letter of joint sponsor

Federal Tax Returns for last three years (most recent on top)

**I-693 Medical and vaccination form** (in sealed envelope)

Appropriate (adit) [photos](#) in an envelope

**Notice of Action (approval notice), of I-130 / I-360 / I-129F with supporting documents**

**OR, if the I-130 has not yet been submitted**

**I-130 relative visa petition**

**G-325A** of petitioner, if applying for a spouse

**Proof of Petitioner's permanent resident or U.S. citizen status**

**Documents establishing relationship** – birth, marriage, divorce, and death certificates, etc.

as applicable.

Additional evidence supporting relationship, such as birth certificate of children, photos, bank records, rental agreements, etc.